

FRESNO, CALIFORNIA
CLASS SPECIFICATION

DEPUTY CITY MANAGER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Deputy City Manager is the first level in a three level Executive series. Incumbents are responsible for providing direction to the Department Directors and assisting with the formation and implementation of long-range plans and strategic goals.

The Deputy City Manager is distinguished from the Assistant City Manager, which is responsible for overseeing and directing the operations of one or more City Departments.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Supervises staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 10%
2.	Directs the activities of assigned department(s) including overseeing the development and administration of policies, procedures, programs, goals and objectives, and presents them to the City Manager as necessary.	Daily 20%
3.	Advises, counsels, and directs department heads regarding specific functions or activities and personnel matters.	Daily 20%
4.	Interacts with citizens, customers, clients, developers, contractors, and/or other interested parties for the provision of services.	Daily 10%
5.	Oversees the progress of capital improvement projects and/or other related City projects.	Weekly 10%
6.	Prepares reports and makes recommendations for consideration by the City Manager and/or City Council.	Monthly 10%
7.	Represents the City in the community and at a variety of meetings and/or public engagements.	Monthly 5%
8.	Administers and monitors the departmental budget including allocating resources and approving expenditures; guides the effective and proper use of budgeted funds.	Quarterly 15%
9.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in a related field and two years of administrative experience in municipal government is required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C license.

Knowledge (position requirements at entry):

Knowledge of:

- Public administration concepts and theories
- Management practices in public administration
- Operational aspects of City governmental entities
- Budget administration principles and practices
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Community and public relations principles and practices
- Financial management principles and practices
- Project management principles and practices

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Skills (position requirements at entry):

Skill in:

- Supervising and evaluating employees
- Prioritize and assigning work
- Directing and managing department operations
- Using computers and applicable software applications
- Managing multiple priorities simultaneously
- Analyzing and developing policies and procedures
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Providing customer services
- Presenting ideas and concepts persuasively
- Securing partnerships with community businesses and organizations
- Analyzing a variety of statistical data and information and making recommendations based on findings
- Mediating and resolving conflict
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints
- Formatting and laying out production materials
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to life, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008

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